

**UNITED STATES DISTRICT COURT
District of Colorado
901 19th Street
Denver, Colorado 80294**

EMPLOYMENT OPPORTUNITY

Position Title: **Property & Procurement Technician**

Announcement Number 03-01-AD

Opening Date: March 27, 2003

Closing Date: April 14, 2003 at 5:00 p.m.

Grade: CL 23 to CL 24

Starting Salary Range: \$26,328 - \$36,448*

*** Starting salary will be commensurate with qualifications.**

Salary setting based upon Court Personnel System guidelines

Area of consideration: Colorado

This position is located in the Administrative Support Center for the District of Colorado. The incumbent provides procurement support for the U.S. District Court and U.S. Probation Office.

REPRESENTATIVE DUTIES:

Assists the Budget and Procurement Division in the following areas:

- Prepares purchase orders at reorder levels and from requisitions received from court personnel.
- Checks deliveries and invoices against purchase orders for type, quantity and condition.
- Processes invoices from supplier and assists in preparing payment vouchers.
- Meets with requestors to ensure full understanding of the need and that the proposed purchase will satisfy the need.
- Provides supplies, equipment and furniture cost information to budget analysts for budget control purposes.
- Places orders with suppliers for stationery, forms, misc. supplies, equipment and furniture.
- Maintains purchasing records and reports, including inventory control records.
- Performs physical furniture and equipment inventory for the U.S. District Court and U.S. Probation Office.

- Maintains GSA (General Services Administration) and other supplier catalogs/brochures for review by the Budget Analysts/Property and Procurement Specialists and/or court personnel.
- Maintains all Courts Guide to Judiciary Policies and Procedures manuals.
- Performs telephone programming changes on Clerk's Office, Judges and Magistrate Judges telephone systems. Provides telephone training to employees. Maintains internal telephone lists. Receipts all supplies for telephone equipment.
- Maintains supply room, including supply requests for the Court. Places fax, typewriter and copier service calls. Coordinates preventive maintenance of all fax machines and typewriters.
- Processes travel logs and assists the budget analysts in the preparation of travel vouchers and revision of monthly reports.
- Processes RTD EcoPass paperwork in coordination with the Human Resources Division.
- Performs related duties as required.

MANDATORY REQUIREMENTS:

<u>Level</u>	<u>Required Education/Experience</u>
CL-23	High school diploma or equivalent, plus two years general experience.
CL-24	One year specialized experience equivalent to work at CL-23.

REQUIRED QUALIFICATIONS:

- * Familiarity with Windows Operating System (Windows 98, Windows 2000 or Windows XP)
- * Familiarity with automated word processing systems (e.g., WordPerfect or Microsoft Word)
- * Basic keyboard skills (30 words per minute and at least 80% accuracy)

PREFERRED QUALIFICATIONS:

- * Familiarity with Word Perfect (version 8, 9 or 10)
- * Data entry experience
- * Familiarity with invoices, purchase orders, etc.
- * Knowledge of general procurement practices
- * Knowledge of inventory control practices

DEFINITIONS:

General Experience: Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical or administrative experience that involved the routine use of keyboard skills and provided knowledge of the rules, regulations, terminology, etc., of the area of property and procurement, preferably in a court or legal environment.

Experience Substitutions: Specialized experience in excess of one year may be substituted for required general experience.

Educational Substitutions: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Apply by submitting the U.S. District Court application, cover letter and resume to:

**Human Resources Division
District of Colorado
Announcement 03-01-AD
721 19th Street, Room 129
Denver, CO 80202**

Or fax to 303-844-0607.

Information for Applicants

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected. Travel and relocation expenses will not be paid. Applicants must be U.S. citizens or eligible to work in the United States.

Employee Benefits

Depending on the length of service, the individual may or may not qualify for the same benefits as full-time permanent employees of the United States Courts. Judicial employees are not included in the government's Civil Service Classification program. Full-time judicial employees are, however, entitled to the same benefits as other Federal Government Employees. Some of these benefits are:

- 13 days paid vacation per year for the first three years of employment, thereafter, up to 26 days per year and paid sick leave.
- Participation in the Civil Service Retirement Program and/or Federal Employees Retirement System, life insurance options, Thrift Savings Plan plus Social Security.
- Participation in the Federal Health Insurance Program.
- Ten paid holidays per year.
- Excellent opportunities for within grade salary increases and grade increases based upon performance.
- Opportunity for Credit Union membership.

The federal courts are Equal Employment Opportunity Employers.